

Table Development

Departments implementing CalATERS must provide department-specific data that will be loaded into CalATERS. There are nine CalATERS tables the need to be developed during implementation. The System Administrator is responsible for determining the best method for collecting the data and building the CalATERS tables. Listed below is a brief description for each of the CalATERS tables.

Table Name	Description
Profile	The profile table is used to populate and maintain employee profile data such as employee name, mailing address, email address, collective bargaining designation, and account coding information.
Valid Approver	The valid approver table is used to populate the approver drop down list. The approver drop down list contains department employees authorized to approve travel advances and expense reimbursement forms.
High-Level Account Code	The high-level account code table contains appropriation information and is used to populate the drop down list within specialized account coding. This enables employees to select from available high-level account codes.
Detail Account Code	The detail account code table contains program information used to map detailed account code information to high-level account codes.
Receipt Address	The receipt address table contains a list of valid receipt addresses. This table allows employees to select the appropriate receipt address when submitting an expense reimbursement form.
Object Level Code	The object level code table is used to populate the object and/or agency object codes on individual expense items.
Division	The division list table is used to populate the table of valid division names within a department. This table is used for reporting purposes only.
Bureau	The bureau list table is used to populate the table of valid bureau names within a department. This table is used for reporting purposes only.
Unit	The unit list table is used to populate the table of valid unit names within a department. This table is used for reporting purposes only.